

**IOWA COLLEGE STUDENT AID COMMISSION
MINUTES OF MEETING
May 18, 2018**

Members Present:

Janet Adams	Tim Fitzgibbon
Rachael Johnson	Katie Mulholland
Mark Putnam	Herman Quirmbach
Doug Shull	Jeremy Varner
Cindy Winckler	

Members Absent:

Michael Ash	Manny Atwood
Cecil Dolecheck	Jeff Edler
Kassidy Krause	Mary Pudenz

Staff Present:

Samita Basnet	Todd Brown
Elizabeth Keest-Sedrel	Al Lewis
Karen Misjak	Julie Ntem
Lisa Pundt	Christina Sibaouih
Zach Rhein	Carolyn Small
Ashley Wendt	

AG Present:

Emily Willits

Guests Present:

Gary Adams	Iowa Student Loan
Angela Carlson	Capri College

Call to Order

The Iowa College Student Aid Commission met for a regularly scheduled meeting on May 18, 2018. Commission Chair Adams called the meeting to order at 10:00 a.m.

Executive Director's Report

Ms. Misjak said the Commission is entering the 2nd year in the AmeriCorps program that is allowing us to select up to 20 sites to host AmeriCorps members to serve as College Access Coaches and provides direct services to students and families. Ms. Misjak shared that staff is receiving applications from communities to host the members. Currently, these members are working with administrators, counselors, educators and community organizations to provide services around college and career exploration, college application process and during the summer the members are ensuring that FAFSAs are filed and assisting with the transition from high school to college. Ms. Misjak noted that there are seven school districts with ten AmeriCorps members as well as four Vista Members. There have been 326 students that have had at least one interaction with a College Access Coach and 105 students have spent more than 60 minutes with their coach. Ms. Misjak added by having coaches on the ground working directly with student the Commission is supporting the goals of Future Ready Iowa.

Ms. Misjak reported over 50 schools have held events and another 100 have registered and conducted activities to celebrate College Decision Day in Iowa. This is the 5th year the Commission has encouraged high schools to host a ceremony to celebrate their seniors that have made a decision on plans after high school. Ms. Misjak said several staff members attended ceremonies and found it to be very rewarding to listen to students share their plans after high school.

Ms. Misjak shared that she will be attending the annual GEAR UP Conference taking place in Washington DC this coming July. Ms. Misjak noted that GEAR UP Iowa staff have been accepting applications to take four students from our cohort to attend a Youth Leadership Summit that coincides with the annual conference.

Ms. Misjak highlighted STEM at the Ballpark, which was hosted by GEAR UP Iowa and took place at Principal Park. With over 300 GEAR UP students attending from Des Moines and Perry Public Schools, Ms. Misjak said student were able to learn about a variety of STEM careers.

As year four of the GEAR UP Grant is coming to an end, Ms. Misjak reminded Commissioners that this grant is for seven years and will follow the cohort of students

through their first year of college. Ms. Misjak said staff are pleased to report that all implementation plans that line out services were submitted from schools by the required deadline.

During the February Commission Meeting, Ms. Misjak reminded Commissioners that they approved for staff to go out with an RFP for location selections to host the Iowa Summer Summit. Ms. Misjak said summits would be held at Grand View University, University of Northern Iowa, Eastern Iowa Community College, Iowa State University and Buena Vista University. Ms. Misjak recalled that Commissioners Janet Adams, Katie Mulholland and Senator Jeff Edler attended the awards portion of the event last year and what a positive impact that it had on the students. Ms. Misjak encouraged Commissioners, should their schedules allow to attend one of the events.

Minutes of Meeting

Motion: Commissioner Shull moved to approve the meeting minutes for the February 26, 2018 Commission Meeting. Commissioner Fitzgibbon seconded the motion, which passed unanimously.

FY 2019 Meeting Schedule

Motion: Commissioner Johnson moved to approve the meeting schedule for FY 2019. Commissioner Varner seconded the motion, which passed unanimously.

Administrative Rules

Mr. Brown explained the rules before the Commission reflect the statutory changes made during the 2017 Legislative Session, no comments were made during the public comment period, and that the rules are identical to the ones that were presented at the February Commission Meeting.

Motion: Commissioner Putnam moved to adopt amendments to Administrative Rules Chapter 1, "Organization and Operation," and to rescind Chapter 17, "Barber and Cosmetology Arts and Sciences Tuition Grant Program." Commissioner Shull seconded the motion, which passed unanimously.

Mr. Brown said the administrative rule before the Commission stems from a rule noticed last fall, which went before the board in November. The Administrative Rules Committee reviewed the rule in January and expressed concerns regarding the "additional meetings" language. Mr. Brown said amendments were made to limit in person meetings to eight annually, which were approved in February. In April, the Administrative Rules Committee expressed continued concerns with the "additional meetings" language, as well as the definition of affirmative vote. The Administrative Rules Committee voted to put a 70-day delay on the effective date of the rule, allowing staff to propose revisions. Mr. Brown said the Administrative Rules Committee approved the revised language proposed by staff in May and approved the Commission to adopt emergency amendments. The emergency adoption was approved so the revisions would be effective prior to the 70-day delay expiring.

Motion: Commissioner Fitzgibbon moved to adopt emergency amendments to Administrative Rules Chapter 1, "Organization and Operation." Commissioner Varner seconded the motion, which passed unanimously.

Mr. Brown said the proposed amendments for Administrative Rules Chapter 1, "Organization and Operation" are identical to the rule just discussed. This rule is being noticed to allow those revisions to go through the public comment period.

Motion: Commissioner Putnam moved to propose amendments to Administrative Rules Chapter 1, "Organization and Operation." Commissioner Shull seconded the motion, which passed unanimously.

Gold Bridge Partners, Inc. Contract Extension

Ms. Ntem said the Commission signed a contract in June of 2014 with Gold Bridge Partners, Inc. for customization, configuration and implementation of a secure web-based system, which is developed specifically for the administration of grant, scholarship and loan repayment programs. Ms. Ntem added that this contract permits five one-year extensions and staff is requesting to exercise the fourth out of five allowable extensions. The renewal contract term period is for July 1, 2018 to June 30, 2019.

In response to a question from Commissioner Winckler, Ms. Ntem said when changes are made to programs through legislation; this vendor-supported system does require additional programing to implement any changes.

Motion: Commissioner Putnam moved to authorize the Executive Director to exercise the option for a one-year extension of the State Scholarship, Grant and Loan Repayment Application and Processing System contract with Gold Bridge Partners, Inc. Commissioner Fitzgibbon seconded the motion, which passed unanimously.

Colorfx Contract Extension

Ms. Keest-Sedrel said the Colorfx contract was originally signed in January of 2014 for the Commission's printing, storage and distribution services and this extension request is the fourth out of five allowable extensions. Ms. Keest-Sedrel added that Colorfx has upgraded the online order form and inventory tracking capabilities this past year.

Motion: Commissioner Shull moved to authorize the Executive Director to exercise the option for a one-year extension, not to exceed \$200,000 annually, of the Printing, Storage and Distribution Services Master Agreement with Colorfx/Mittera Group. Commissioner Putnam seconded the motion, which passed unanimously.

Amperage Contract Extension

Ms. Keest-Sedrel reported this is the fourth of five one-year extensions allowed for the Amperage Contract. Staff have been pleased with the work that Amperage has provided and has a long history with this vendor.

Motion: Commissioner Putnam moved to authorize the Executive Director to exercise the option for a one-year extension of the Public Relations and Communication Services Contract with Amperage. Commissioner Johnson seconded the motion, which passed unanimously.

Legislative Committee

Mr. Brown provided a recap of the 2018 Legislative Session. Commissioners were provided documents that included a Session in Review, Funding Requests for FY 2019, as well as a spreadsheet outlining the bills that staff watched during the session. Mr. Brown stated that there were several policy changes within bills this session that affected the

Commission. Staff is making the necessary adjustments to programs and policy as the Governor is signing bills.

Audit and Finance Committee

Ms. Misjak reported that the Department of Administrative Services is in the process of negotiating a lease for the upcoming office move. An RFP for new cubicle furniture will be going out by the end of May. Ms. Misjak added that there would have to be a one-month extension of our current office space.

Motion: Commissioner Fitzgibbon moved to approve up to \$250,000 for moving expenses to include tenant improvements, moving costs and furniture expenses. Commissioner Putnam seconded the motion which passed unanimously by roll-call vote.

Ms. Basnet provided an overview of the proposed FY 2019 Commission budget.

Motion: Commissioner Fitzgibbon moved to approve Iowa College Aid's internal budget for State Fiscal Year 2019. Commissioner Shull seconded the motion, which passed unanimously.

Staff Report

Ms. Small provided a report on Postsecondary Registration Approvals as well as Exemption and SARA approvals, and provided a list of Exemption Applications that are currently under review.

Ms. Basnet provided an update on the FY 2018 year-to-date financials.

Closed Session

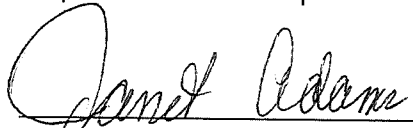
Chair Adams read a letter from Executive Director, Karen Misjak to request Commissioners to go into Closed Session for the performance evaluation of the Executive Director per Iowa Code subsection 21.5(1)(i).

Motion: Commissioner Shull moved to go into closed session for the performance evaluation of the Executive Director. Commissioner Fitzgibbon seconded the motion which passed unanimously by roll-call vote.


Motion: Commissioner Shull moved to come out of closed session.
Commissioner Putnam seconded the motion which passed
unanimously by roll-call vote.

Motion: Commissioner Putnam moved to increase the Executive Director's
salary to the maximum amount of approved tier 5 pay grade plan
effective June 29, 2018 pay period, contingent to the governor
signing the corresponding bill, which moves this position into a tier 5
pay grade plan. Commissioner Fitzgibbon seconded the motion
which passed unanimously by roll-call vote.

Adjourned at 12:00 p.m.



Janet Adams, Chair



Katie Mulholland, Vice Chair